

LIBRARY BOARD
Regular Meeting
Monday, January 30, 2023 – 4:30 P.M.
BOARD ROOM & VIA ZOOM
AGENDA



1. Call to Order
 - 1.1 Welcome Board Members (Roundtable)
 - 1.2 Excused Absence
 - 1.3 Introduction to the Management Team
 - 1.4 Land Recognition – Matthew MacDonald
2. Declaration of Conflict of Interest
3. Approval of Agenda*
4. Chair's Report
 - 4.1 FOPL Advocacy Primer Video
5. Consent Agenda**
 - 5.1 Approval of the Minutes
 - 5.1.1 November 28, 2022 Regular Board Meeting Minutes
 - 5.2 Correspondence
 - 5.2.1 In-coming: Courier Work from Delmer Weber
 - 5.2.2 In-coming: Children's Drag Themed Event from Brandi Cowtan
 - 5.2.3 In-coming: Story Hour from Sarah Reinke & Jessica Emiry
 - 5.2.4 Out-going: The Library and Story Time to Councilor Lisa Vezeau Allen and Councilor Angela Caputo
 - 5.3 Financials
 - 5.3.1 Financial Committee Report - NONE
 - 5.3.2 Monthly Expenditure Report
 - 5.3.2.1 November 2022 – Deferred
 - 5.3.2.2 December 2023 – Deferred
 - 5.3.3 Friends Report – December 2022
 - 5.3.4 Budget Presentation
 - 5.4 Facilities
 - 5.4.1 Facilities Committee Report - NONE
 - 5.5 Policy Committee
 - 5.5.1 November Policy Committee Report - NONE
 - 5.6 Information Items
 - 5.6.1 NONE
 - 5.7 Summary of Motions
6. Items Removed from Consent
7. Freedom to Read Challenge
8. Board Development
 - 8.1 Niche Academy Board Training
 - 8.2 LearnHQ
 - 8.3 Introduction to the Governance Hub
 - 8.4 Open and Transparent Meetings

9. OLA Superconference
10. 2023 Board Calendar
11. New Business
 - 11.1 Friends of the Library AGM
12. Board meetings
 - 12.1 Annual General Meeting February 27, 2023
13. Adjournment – Followed by Library Tour

***Additions to or deletions from the Agenda must be made upon consultation with the Board Chair prior to the meeting.**

****All matters listed under “Consent Agenda” are considered to be routine, and will be enacted by one motion. Should a Board member wish an alternative action from the proposed recommendation, they may request that the matter(s) be moved to item #6.**

January –, 2023
Chair's Report

Welcome to New Board Members and Introductions

Activities: Dec 2022/January 2023

Finance, Policy and Facilities Committees
Strategic Planning
CEO Evaluation Committee
Political Advocacy with Council
FOPL Board Meeting
Interviews for Manager of Technology and Collections

Role of the Board: appt for 4 years

Collective voice for the the library

Interaction with the CEO

Operational vs Governance

****FOPL video <https://www.youtube.com/watch?v=KpQ0wN2MFxQ>**

Attendance: Virtual vs In Person

Committee Meetings

Board Meetings

Personal Growth: Superconference, expectations and shared learning

Learning HQ

Committees: CEO Evaluation

Facilities

Finance

Policy

-2 per trustee, Terms of Reference, Chair and Recorder, purpose

-appointments approved at AGM in February

Drive for all files unless requested

Commitment

FACILITIES COMMITTEE

Wayne Greco (Ex Officio)

Kevin Harrison

Mike Olejnik (Board Vice-Chair)

CEO EVALUATION COMMITTEE

Erin Ferlaino

Mike Olejnik (Board Vice-Chair)

Wayne Greco (Ex Officio)

FINANCE COMMITTEE

Kevin Harrison

Jami van Haaften

Wayne Greco (Ex Officio)

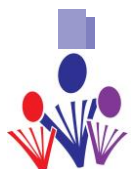
POLICY COMMITTEE

Erin Ferlano

Jami van Haaften

Wayne Greco (Ex Officio)

**Sault Ste. Marie Public Library
Library Board
REGULAR MEETING
Monday, November 23, 2022 – 4:30 P.M.
BOARD ROOM & VIA ZOOM**



Board Members Present:

Jami van Haaften	Kevin Harrison	Frances Ryan
Wayne Greco	Kendall Barban	Elsbeth Belair
Erin Ferlaino	Elizabeth Webkamigad	

Absent: Mike Olejnik

Library: Matthew MacDonald, Kaitrin Aaltonen, Rosanne Chan

Media: David Helwig

1. Call to Order

W. Greco called the meeting to order at 4:32 p.m.

1.1 Excused Absence

MOTION:

Resolved that the following Board Member(s) be excused from the November 28, 2022 regular meeting: Mike Olejnik and Erin Ferlaino.

Moved: F. Ryan

Seconded: J. van Haaften

CARRIED

1.2 Land Recognition

K. Barban read the Land Acknowledgement Statement.

2. Declaration of Conflict of Interest

No conflicts declared.

3. Approval of Agenda

MOTION:

The Sault Ste. Marie Public Library Board approves the agenda of the November 23, 2022 meeting as presented.

Moved: F. Ryan

Seconded: J. van Haaften

CARRIED

E. Webkamigad joined the meeting at 4:36 p.m.

4. Chair's Report

W. Greco provided an update of the activities of the Board Chair for the previous month. The FOPL Executive Director's Report was reviewed, highlighting the potential effects of the recent More Homes Built Faster Act of 2022 and development fees on library capital budgets and operations.

E. Ferlaino joined the meeting at 4:39 p.m.

MOTION:

The Sault Ste. Marie Public Library Board approves the Chair's Report of the November 23, 2022 meeting as presented.

Moved: F. Ryan

Seconded: E. Belair

CARRIED

5. Consent Agenda

5.1 Approval of the Minutes

5.1.1 October 17, 2022 Regular Board Meeting Minutes

5.2 Correspondence

5.2.1 In-coming: NONE

5.2.2 Out-going: Welcome to new City Council

5.2.3 Out-going: City Finance re: Asbestos Abatement Funding

5.3 Financials

5.3.1 Financial Committee Report

5.3.1.1 November Finance Committee Report

5.3.2 Monthly Expenditure Report

5.3.2.1 October 2022

5.3.3 September 2022 Financial Reports

5.3.4 2023 Fees Schedule

5.3.5 Friends Report – October 2022

5.4 Facilities

5.4.1 November Facilities Committee Report

5.5 Policy Committee

5.5.1 November Policy Committee Report

5.5.2 300-18 Friends of the Sault Ste. Marie Public Library

5.6 Information Items

5.6.1 Christmas Open House

5.6.2 Public Library Service Award Application

5.6.3 2023 OLA Super Conference

5.6.4 Ontario Library CEO Salary Report

5.7 Summary of Motions

RESOLVED THAT:

1. The Sault Ste. Marie Public Library Board approves the minutes of the October 17, 2022 meeting as presented.

2. The Sault Ste. Marie Public Library Board accepts the Finance Committee report of the November 17, 2022 meeting as presented.
3. The expenditures for the month of October 2022, which include wages, benefits, and RBC Visa in the amount of \$333,874.55 be confirmed paid.
4. The Sault Ste. Marie Public Library Board accepts the financial reports ending September 30, 2022 as presented.
5. The Sault Ste. Marie Public Library Board approves the 2023 Fees Schedule as presented.
6. The Sault Ste. Marie Public Library Board accepts the Facilities Committee report of the November 7, 2022 meeting as presented.
7. The Sault Ste. Marie Public Library Board accepts the Policy Committee report of the November 1, 2022 meeting as presented.
8. The following revised policies be approved as presented:
300-18 Friends of the Sault Ste. Marie Public Library Policy

Moved: F. Ryan

Seconded: E. Webkamigad

CARRIED

MOTION

The Sault Ste. Marie Public Library Board accept the **consent agenda** of the November 23, 2022 meeting as presented.

Moved: F. Ryan

Seconded: E. Webkamigad

CARRIED

6. Items Removed from Consent

NONE

7. 2023 Board Calendar

The Board reviewed the tentative 2023 Calendar. The 2023 Calendar is likely to be adjusted in the new year and approved by the new library board.

8. Closed Session

D. Helwig exited the meeting at 4:46 p.m.

M. MacDonald, K. Aaltonen, and R. Chan exited the meeting at 4:55 p.m.

RESOLVED THAT:

The members of the Sault Ste. Marie Public Library Board move into Closed Session pursuant to the Public Libraries Act, Section 16.4 Closed Meetings, as the subject matter being considered is: Personal matters about an identifiable individual; Labour relations or employee negotiations.

Further be it resolved that should the said Closed Session be adjourned, the Board may reconvene in Closed Session to continue to discuss the same matter without the need for further authorizing resolution.

BE IT FURTHER RESOLVED THAT the following person(s) be permitted to attend: M. MacDonald, K. Aaltonen, R. Chan

Moved: E. Belair

Seconded: F. Ryan

CARRIED

Entered Closed Session at 4:55 p.m.

Returned to Open Session at 5:21 p.m.

9. Report of the Closed Session

MOTION

The Sault Ste. Marie Public Library Board received the report of the Closed Session of the November 23, 2022 meeting as presented:

Approved the business of closed and personnel matter.

Moved: F. Ryan

Seconded: E. Belair

CARRIED

10. New Business

NONE

11. Board Meetings

11.1 Strategic Planning Session December 2022 TBD

11.2 Regular Meeting January 30, 2023

12. Adjournment

W. Greco declared the November 23, 2022 Board Meeting adjourned at 5:29 p.m.

Chairperson, Library Board

Matthew MacDonald

From: delmer weber <weber617@hotmail.com>
Sent: Thursday, December 1, 2022 4:41 PM
To: ssmpl board
Subject: Mr. W. Greco, re: courier work

This email originated outside of the Corporation of the City of Sault Ste. Marie.
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Mr. Greco,
I spoke with you briefly at an RTO luncheon about the following:

I did Library courier shifts for about 20 years. Suddenly, this year the Library administrators told me that I had to take 7 on-line courses to continue.

I looked at the courses' content description, and saw that there was absolutely nothing pertaining to the brief time spent in each Branch while doing courier work. Therefore, I refused to take them, and was informed that I could no longer act as a volunteer courier.

I realise that these rules were put into effect by the provincial government (not the Library staff), stating that if the slightest amount of compensation was received (i. e. mileage), the courses had to be taken.

Instead, I would like to put my name in to be a fully volunteer courier (without any payment of any sort)—but *only* to fill in at short notice if the regular courier is unable to do a shift (I do not wish to take the job away from any full-time courier).

Could you please have me informed as to whether this would be possible?

Whether the answer is yes or no, thank you for your consideration of this matter.

Delmer H. Weber

Sent from [Mail](#) for Windows

From: [Brandi Cowtan](#)
To: [ssmpl board](#)
Subject: Children"s drag themed event
Date: Wednesday, January 11, 2023 9:36:41 PM

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Library Board Members

I'm writing today, as a concerned parent in the Algoma district, to voice my discontent with the upcoming drag themed event being hosted at the public library.

As a publically funded community institution that serves children, the library has an obligation to ensure that the physical space of the library can be expected to uphold a certain level of child safeguarding.

Drag culture has its roots in the gay club scene. Traditionally it has always been considered sexualized adult entertainment. The idea that we need to expose children to a "toned down" or "family friendly " version of any form of adult sexualized entertainment, to promote their tolerance, is misguided and disturbing.

These events push the boundaries of child safeguarding in subtle ways and promote a more recent push in our culture towards the sexualization of childhood.

I hope that the library will reconsider hosting such events in the future. I think if the parents of our community were polled on this issue, the overwhelming majority would agree that these events are not healthy or harmless for our kids.

Thank you

Brandi Cowtan

Matthew MacDonald

From: Sarah Reinke <sarah.godschild@gmail.com>
Sent: Wednesday, January 11, 2023 10:05 PM
Subject: Story Hour

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Drag culture has its roots in the gay club scene. Traditionally it has always been considered sexualized adult entertainment. The idea that we need to expose children to a "toned down" or "family friendly " version of any form of adult sexualized entertainment, to promote their tolerance, is misguided and disturbing.

These events push the boundaries of child safeguarding in subtle ways and promote a more recent push in our culture towards the sexualization of childhood.

I hope that the library will reconsider hosting such events in the future. I think if the parents of our community were polled on this issue, the overwhelming majority would agree that these events are not healthy or harmless for our kids.

In all sincerity,
Sarah Reinke

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Lisa and Angela

On behalf of the Library Board, I want to extend my thanks to Council and especially to the movers of the motion, for the demonstration of leadership in support of the Library in being an inclusive, welcoming place for all citizens of SSM. Your actions make us all proud to be from Sault Ste Marie and secure in knowing that the Library Board is supported in its role of meeting the mandate of council and the citizens of SSM.

Thank you!

Wayne Greco

Board Chair,

SSM Public Library

Councilors voted unanimously to "support Drag Story Time hosted by Sault Ste Marie Public Library and encourage the community to attend and participate in this event."

A motion introduced by Ward 3 Coun. Angela Caputo declared that "Sault Ste Marie city council proudly embraces our diverse population, including our budding drag community."

"Literacy is encouraged from a young age and libraries are a place of learning and expanding one's mind."

"Teaching diversity and inclusivity is encouraged from a young age," stated the motion, which was seconded by Ward 2's Lisa Vezeau-Allen.

2022 FRIENDS INCOME				
MONTH	BOOKSALE TABLE	FRIENDS BOOKSTORE	ON-LINE SALES	MONTHLY TOTALS
JANUARY	\$ 50.75	\$ 974.60	-	\$ 1,025.35
FEBRUARY	\$ 324.15	\$ 1,701.75	-	\$ 2,025.90
MARCH	\$ 93.50	\$ 2,360.65	-	\$ 2,454.15
1st Quarter Totals	\$ 468.40	\$ 5,037.00	-	\$ 5,505.40
APRIL	\$ 158.00	\$ 2,442.20	-	\$ 2,600.20
MAY	\$ 219.50	\$ 2,657.15	-	\$ 2,876.65
JUNE	\$ 148.90	\$ 2,597.07	-	\$ 2,745.97
2nd Quarter Totals	\$ 526.40	\$ 7,696.42	-	\$ 8,222.82
JULY	\$ 452.80	\$ 4,027.05	-	\$ 4,479.85
AUGUST	\$ 291.70	\$ 3,492.46	-	\$ 3,784.16
SEPTEMBER	\$ 379.95	\$ 3,291.65	-	\$ 3,671.60
3rd Quarter Totals	\$ 1,124.45	\$ 10,811.16	-	\$ 11,935.61
OCTOBER	\$ 395.25	\$ 2,619.25	-	\$ 3,014.50
NOVEMBER	\$ 311.35	\$ 2,862.05	-	\$ 3,173.40
DECEMBER	\$ 229.20	\$ 2,565.20	-	\$ 2,794.40
4th Quarter Totals	\$ 935.80	\$ 8,046.50	-	\$ 8,982.30
TOTALS Year To Date	\$ 3,055.05	\$ 31,591.08	\$ -	\$ 34,646.13
	DATE	LIBRARY	FRIENDS	TOTAL
1st Quarter Totals	JAN-MAR	\$ 468.40	\$ 5,037.00	\$ 5,505.40
2nd Quarter Totals	APR-JUN	\$ 526.40	\$ 7,696.42	\$ 8,222.82
3rd Quarter Totals	JUL-SEP	\$ 1,124.45	\$ 10,811.16	\$ 11,935.61
4th Quarter Totals	OCT-DEC	\$ 935.80	\$ 8,046.50	\$ 8,982.30
Annual Total	JAN-DEC	\$ 3,055.05	\$ 31,591.08	\$ 34,646.13
				\$ -
Grand Total		\$ 34,646.13	\$ -	\$ 34,646.13

NOTES:

Bookstore reopened January 17

Totals for July include Rotary outdoor book sales. Breakdown by day for outdoor sales is as follows:

July 14: \$525

July 15: \$630.70

July 16: \$365.75



Sault Ste. Marie
Public Library

"One stop....endless possibilities"

2023 Budget Presentation



Library Board Budget

REVENUE	2023	2022	\$ Change	% Change
MUNICIPAL GRANTS	(3,003,089)	(2,879,932)	(123,157)	4.3%
PROVINCIAL GRANTS	(380,484)	(372,469)	(8,015)	2.2%
MISCELLANEOUS REVENUE	(148,799)	(153,050)	4,251	-2.8%
TOTAL REVENUE:	(3,532,372)	(3,405,451)	(126,921)	3.7%
EXPENDITURES	2023	2022	\$ Change	% Change
SALARIES AND BENEFITS	2,661,817	2,571,706	90,111	3.5%
LIBRARY MATERIALS	180,700	184,250	(3,550)	-1.9%
UTILITIES	96,000	96,000	-	0.0%
OPERATING EXPENDITURES	593,855	643,962	(50,107)	-7.8%
TOTAL EXPENDITURES	3,532,372	3,495,918	36,454	1.0%
DEFICIT / (SURPLUS)	\$ (0)	\$ 90,467	\$ (90,467)	

About Our Library

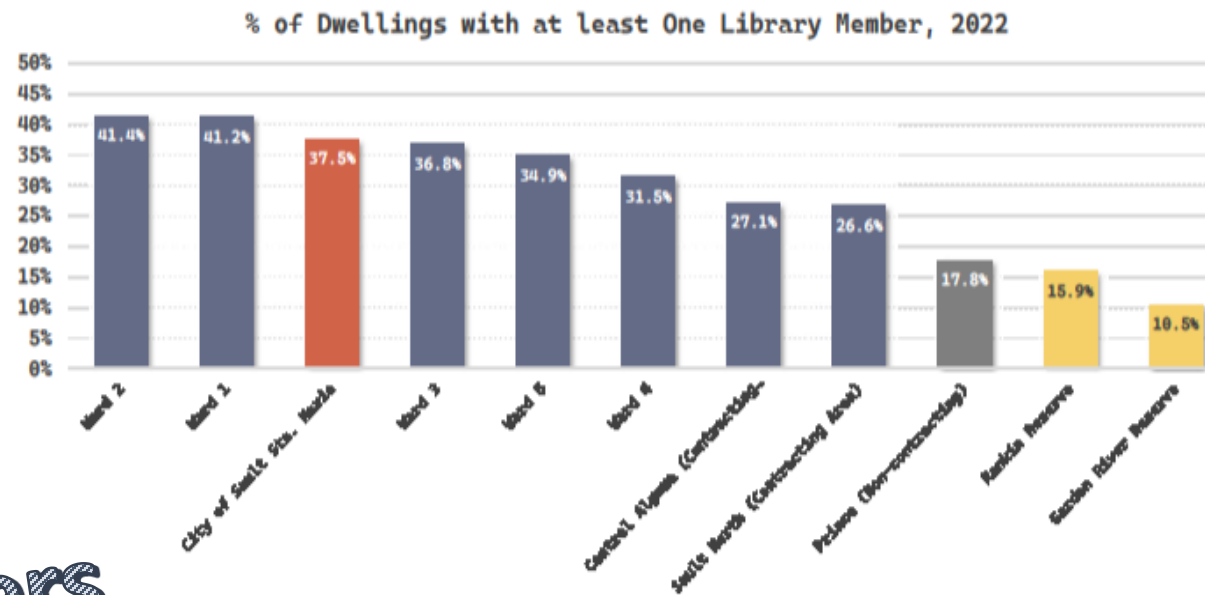
- Established in 1896 by the Township of Sault Ste. Marie
- Two Locations (James L. McIntyre Centennial Library & North Branch)
- Online Services www.ssmpl.ca
- Public Archives
- Used Bookstore



"Our library is a crucial community resource, so keep up the great work!" survey respondent July 2022

Who We Serve

- Citizens of Sault Ste. Marie
- Indigenous Communities
- Contracting Communities
- Non-residents (fee service)



+23,000 Library Members

"I love public libraries. I grew up in them (thanks Mom). Libraries matter. My needs and the way I interact with libraries have changed over time but they are still relevant to me." survey respondent July 2022

Our Programs and Services

- Lending Services
- Digital Downloads
- Cultural Events
- Public Meeting Spaces
- Early Literacy Programming
- Youth Programming
- Creator/Maker Spaces
- Access to Technology / Internet
- Information Services
- Reader's Advisory
- Educational Workshops
- Mental Health Services (CHMA)
- Research Services
- Accessible Services
- Copy/Print Services



**Did you know we lend snow shoes,
thermal cameras, Park Passes and more?**

"The library makes reading accessible to those who can't buy books from places like Coles. It teaches children respect of books and allows individuals to find solitude with a book of their choice! I have been positively impacted by the library and I wish more people knew how amazing it is!" survey respondent July 2022



Left to Right
 Culture Days
 Cantation Choir
 Anne of Green Gables Performance
 Read Aloud Day
 Elf @ the Library
 Lego My Library
 Horticulture Society during
 Boomers and Beyond
 Back to Hogwarts Week
 Author Kristin Dias during Author Palooza

Our Staff and Volunteers

- 56 employees (25 Full-time, 31 Part-time)
- Full-time Equivalent: 35
- 6 regular volunteers + numerous others for programs and events
- Library Internships



"STAFF ARE SO FRIENDLY, LIKE FAMILY AND CANADIAN IDOL ROCKSTARS AT THE SAME TIME." survey respondent July 2022

Looking to the Future

- Currently working with the Ontario Library Service to create a new Strategic Plan (2023-2027)
 - Community Survey 2022

ONTARIO | **LIBRARY SERVICE**
Stronger libraries. Stronger communities.

ACORN
INFORMATION SOLUTIONS

- Capital Projects and Upgrades to the James L. McIntyre Centennial Library



"I'VE BEEN FREQUENTING THE LIBRARY FOR THE GREATER PART OF MY LIFE AND HAVE NOTICED IMPROVEMENTS OVER THE YEARS. I HOPE THAT TREND CONTINUES." – survey respondent July 2022

THANK YOU FOR YOUR SUPPORT!





Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 5.7

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: SUMMARY OF MOTIONS
DATE: JANUARY 30, 2023

The following is a summary of motions found in the consent agenda.

RESOLVED THAT

1. The Sault Ste. Marie Public Library Board approves the minutes of the November 28, 2022 meeting as presented.

☐ REMOVED FROM CONSENT

RESOLVED THAT:

The Sault Ste. Marie Public Library Board approves the consent agenda of the January 30, 2023 meeting as presented/amended:

Moved: _____

Seconded: _____

Chair of the SSM PL Board

Date

CEO

Date



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 7

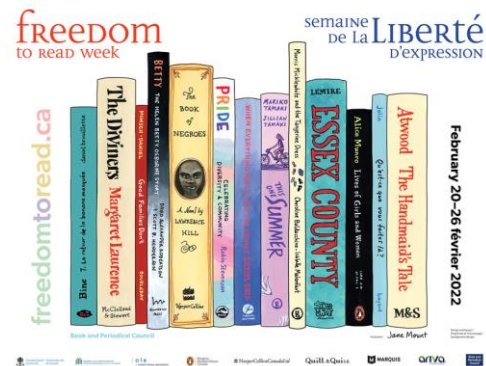
TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: FREEDOM TO READ CHALLENGE
DATE: JANUARY 30, 2023

FREEDOM TO READ CHALLENGE

In recognition of Freedom to Read Week, February 19 to 25, 2023, the Library has issued a reading challenge.

Freedom to Read Week is an annual event that encourages Canadians to reflect on their intellectual freedoms which is guaranteed to them under the Canadian Charter of Rights and Freedoms. Challenges to these freedoms do occur, often in schools and public libraries, usually in the form of demands to remove books and magazines from their shelves.

The Library's contest encourages the public to read from a list of banned/challenged books. For each book read they will be entered into a draw. The hope is to get people reading a little controversially and generate discussion on, what can sometimes be, uncomfortable topics, while at the same time reaffirming their rights to read whatever they want.



To Learn more about Freedom to Read Week, visit <https://www.freedomtoread.ca/>

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer



Write down the titles of the banned books you have read..

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____



Sault Ste. Marie
Public Library

Books have been banned or challenged for a variety of reasons including offensive language or content, political or religious views and LGBTQ content. From February 19-25 we celebrate Freedom to Read Week by challenging you for the month of February to step outside your comfort zone and read some of these banned/challenged books. Bring this sheet to the library and for each book you read, you will receive one ballot. All forms and ballots must be submitted by February 28. Below is a list of books, write the titles of the books you've read on the opposite side.

CAUTION CAUTION CAUTION	CAUTION CAUTION CAUTION	CAUTION CAUTION CAUTION
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- | | |
|---|--|
| <div>1) Catcher in the Rye by JD Salinger</div> <div>2) The Grapes of Wrath by John Steinbeck</div> <div>3) To Kill a Mockingbird by Harper Lee</div> <div>4) The Color Purple by Alice Walker</div> <div>5) Beloved by Toni Morrison</div> <div>6) The Lord of the Flies by William Golding</div> <div>7) Of Mice and Men by John Steinbeck</div> <div>8) Brave New World by Aldous Huxley</div> <div>9) Animal Farm by George Orwell</div> <div>10) Native Son by Richard Wright (eAudio only)</div> <div>11) One Flew Over the Cuckoo's Nest by Ken Kesey</div> <div>12) Slaughterhouse Five by Kurt Vonnegut</div> <div>13) A Clockwork Orange by Anthony Burgess</div> <div>14) Satanic Versus by Salman Rushdie</div> <div>15) A Separate Peace by John Knowles</div> <div>16) Maus by Art Spiegleman</div> <div>17) Fahrenheit 451 by Ray Bradbury</div> <div>18) The Hate U Give by Angie Thomas</div> <div>20) Lolita by Vladimir Nabokov (ebook/Spanish)</div> <div>21) Adventures of Huckleberry Finn by Mark Twain</div> <div>22) All American Boys by Jason Reynolds</div> <div>23) The Absolute True Diary of a Part Time Indian by Alexie Sherman</div> <div>24) Out of Darkness by Ashkey Hope Perez</div> <div>25) Harry Potter Series by J.K. Rowling</div> <div>26) We All Fall Down by Robert Cormier</div> <div>27) The Bluest Eye by Toni Morrison</div> | <div>28) The Handmaid's Tale by Margaret Atwood</div> <div>29) Thirteen Reasons Why by Jay Asher</div> <div>30) The Kite Runner by Khaled Hosseini</div> <div>31) Two Boys Kissing by David Levithan</div> <div>32) Looking For Alaska by John Green</div> <div>33) Fifty Shades of Grey by E.L. James</div> <div>34) The Curious Incident of the Dog in the Night-Time by Mark Haddon</div> <div>35) Habibi by Craig Thompson</div> <div>36) The Perks of Being a Wallflower by Stephen Chbosky</div> <div>37) A Stolen Life by Jaycee Dugard</div> <div>38) Drama by Raina Telgemeier</div> <div>39) The Glass Castle by Jeanette Walls</div> <div>40) Crank by Ellen Hopkins (ebook only)</div> <div>41) My Sister's Keeper by Jodi Picoult</div> <div>42) The Chocolate War by Robert Cormier</div> <div>43) The Golden Compass by Philip Pullman</div> <div>44) Forever by Judy Blume</div> <div>45) Arming America: The Origins of a National Gun Culture by Michael A. Bellesiles</div> <div>46) I Know Why the Caged Bird Sings by Maya Angelou</div> <div>47) Bridge to Terabithia by Katherine Paterson</div> <div>48) Summer of My German Soldier by Bette Green</div> <div>49) The Da Vinci Code by Dan Brown</div> <div>50) This One Summer by Mariko Tamaki</div> |
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Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 8

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: BOARD DEVELOPMENT
DATE: JANUARY 30, 2023

8.1 NICHE ACADEMY BOARD TRAINING

The Library is subscribed to a training management system called Niche Academy. Niche Academy's training content is designed for libraries. It also has the feature to let subscribers create their own customized training modules.

Our Library primarily uses the software for training and onboarding new staff. Separate training academies have also been set up for training new volunteers, training Library Board members, and for public education.

Each Board member will be receiving an email from Niche Academy to set up their own accounts. Board members are required to complete the following training modules:

- Library Board Orientation 2023
- Working Together: The Code and the AODA

Several other training modules are also available for viewing, including one on the Library's archives. These modules are optional but Board members are encouraged to review them.



8.2 LEARNHQ

LearnHQ is a learning platform offered by the Ontario Library Services for libraries across Ontario. There are both free and fee based courses, webinars, and workshops available. Some content is scheduled while others are available throughout the year.

Though designed primarily with library staff in mind, there is much content specific to Boards. This is also a great place to learn more about libraries and library services which may be of interest to you. Topics cover a number of subjects including:

- Budgets
- Collections
- Outreach
- Digital Content Management
- Indigenous Issues
- Reference & Reader's Advisory
- Communications and Promotions
- Management in Libraries
- Planning
- Library Programming

Visit LearnHQ at <https://www.learnhq.ca/#/login> to set up an account.



8.3 INTRODUCTION TO THE GOVERNANCE HUB

As Library Board members, the Governance Hub is perhaps your greatest resource. Created by the Ontario Library Service, you will find on this site resources for the four-year Board cycle, FAQs, webinars, podcasts, and general information about your new role and responsibilities.

You can access the Governance Hub by visiting <https://www.olservice.ca/gov-hub>



8.4 OPEN AND TRANSPARENT MEETINGS

As a Public Library we are governed by the Public Libraries Act, R.S.O. 1990, c. P.44 which includes details for Board of Trustees to conduct open and transparent meetings to ensure good governance.

All meetings of the Board, including Committee meetings, are to be open to the public:

Open meetings

(2) Except as provided in this section, all meetings shall be open to the public. 2002, c. 17, Sched. C, s. 24 (5).

Meetings may be closed to the public only under these circumstances:

Closed meetings

(4) A meeting or part of a meeting may be closed to the public if the subject matter being considered is,

- (a) the security of the property of the board;
- (b) personal matters about an identifiable individual;
- (c) a proposed or pending acquisition or disposition of land by the board;
- (d) labour relations or employee negotiations;
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the board;
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- (g) a matter in respect of which a board or committee of a board may hold a closed meeting under another Act. 2002, c. 17, Sched. C, s. 24 (5).

Other criteria

(5) A meeting shall be closed to the public if the subject matter relates to the consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* if the board or committee of the board is the head of an institution for the purposes of that Act. 2002, c. 17, Sched. C, s. 24 (5).

Resolution

(6) Before holding a meeting or part of a meeting that is to be closed to the public, a board or committee of the board shall state by resolution,

- (a) the fact of the holding of the closed meeting; and
- (b) the general nature of the matter to be considered at the closed meeting. 2002, c. 17, Sched. C, s. 24 (5).

Open meeting

(7) Subject to subsection (8), a meeting shall not be closed to the public during the taking of a vote. 2002, c. 17, Sched. C, s. 24 (5).

Exception

(8) A meeting may be closed to the public during a vote if,

- (a) subsection (4) or (5) permits or requires the meeting to be closed to the public; and
- (b) the vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the board or committee of the board or persons retained by or under contract with the board. 2002, c. 17, Sched. C, s. 24 (5).

In addition to the Public Libraries Act, R.S.O. 1990, c. P.44 the Library is also subject to the Municipal Act, 2001, S.O. 2001, c. 25 except in subsections where local Boards, including Library Boards, are explicitly stated to be exempt. This act requires a record of meeting:

Record of meeting

(7) A municipality or local board or a committee of either of them shall record without note or comment all resolutions, decisions and other proceedings at a meeting of the body, whether it is closed to the public or not. 2006, c. 32, Sched. A, s. 103 (3).

Same

(8) The record required by subsection (7) shall be made by,

- (a) the clerk, in the case of a meeting of council; or
- (b) the appropriate officer, in the case of a meeting of a local board or committee. 2006, c. 32, Sched. A, s. 103 (3).

Record may be disclosed

(9) Clause 6 (1) (b) of the *Municipal Freedom of Information and Protection of Privacy Act* does not apply to a record of a meeting closed under subsection (3.1). 2006, c. 32, Sched. A, s. 103 (3).

The Ombudsman Ontario has ten recommendations for Municipalities and Local Boards to help them ensure their meetings are open and transparent. These include:

1. Make a commitment to open government and to promoting transparency, accountability and accessibility.
2. Know and follow the *Municipal Act, 2001* and your procedure by-law's open meeting requirements.
3. Make sure you have a procedure by-law that complies with the *Municipal Act, 2001* – every municipality and local board is required to have one.
4. Give adequate advance public notice of all meetings, including the time and location of all meetings. For electronic meetings, provide access instructions (including a link), monitor broadcast quality throughout the meeting, and have a plan to stop the meeting if there are technical issues.
5. Keep meetings open to the public unless closure is specifically authorized under the *Municipal Act, 2001* and there is a real need to exclude the public.
6. Pick the right s. 239 exception before closing a meeting.
7. Pass a resolution in public that includes meaningful information about the issue to be considered (not just the exception) *before* closing the doors.
8. Record the meeting, including all decisions, by taking minutes, and preferably also by recording audio or video.
9. Do not hold a vote in closed session unless it is for a procedural matter or to give directions to staff or officials.
10. To the extent possible, report back publicly in open session about what occurred in closed session.

<https://www.ombudsman.on.ca/have-a-complaint/who-we-oversee/municipalities/municipal-closed-meetings/open-meetings-guide-for-municipalities>

The Sault Ste. Marie Public Library is in compliance with both the Public Libraries Act, R.S.O. 1990, c. P.44 and the Municipal Act, 2001, S.O. 2001, c. 25 with regards to holding meetings. A schedule of meetings and Board packages, which include minutes of each meeting, can be found on the Library's website.

For the Board's consideration, some of the Ombudsman Ontario recommendations have not been the practice of the Board. These are:

1. Recording audio or video of meetings is not done
2. For electronic meetings, access instructions (including a link) is not publicly posted, broadcast quality is not monitored throughout the meeting, and there is no plan to stop the meeting if there are technical issues.
3. The Board only provides the exception *before* closing the doors.

The Board may choose to enact some or all of these recommendations, or keep the status quo.

Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

10 Things You Need to Know as a New Library Board Member

Understanding Public Library Board Governance in Ontario



Congratulations on being appointed to your local public library board! Over the next four years, you will participate in making many decisions that will shape public library service in your community for years to come.

You may not yet realize the importance or the scope of the role you've taken on, but with each board meeting you attend, you will come away with a better understanding of the library and the work involved in being an active board member. With a keen interest in the community, an open mind, and a willingness to learn, you are on your way to becoming a valuable board member who will contribute to informed decision-making that is in the best interest of the library.

Ontario residents rely on the public library to provide what they need to face the future with the resilience that comes from new knowledge, information, and skills. It is not a stretch to say that your community cannot afford to be without high quality public library service.

Thank you for agreeing to contribute to your community in this important capacity!

1

Public library service is free in the Province of Ontario.

The *Public Libraries Act* (PLA) and Regulation 976 specify that most library services must be offered to residents free of charge. This requirement makes the library different from other community services, which are often expected to generate revenue from user fees. Access to library service must remain free because universal access to information is a fundamental human right and a cornerstone of democracy.

2

The library board is a governing board that gets its authority from the Public Libraries Act.

As appointed by municipal council, the library board is a separate, independent corporation with the legal duty to provide “a comprehensive and efficient public library service that reflects the community’s unique needs” (PLA, 20a).

3

The library board exercises its authority by making informed decisions that focus on matters of governance.

Governance includes the following areas of responsibility:

- ✓ Employer obligations, as mandated by legislation
- ✓ Policy development and maintenance
- ✓ Financial stewardship
- ✓ Planning strategy and oversight
- ✓ Advocacy



These 10 statements constitute an overview of important aspects of library board governance in the province of Ontario. Each of the statements represents an important governance concept or an environmental factor that is crucial for board members to understand. Collectively, the statements are important because they contribute to effective library governance and successful libraries.

For more information, email:
consulting@olservice.ca

4**As employer of library staff, the library board is required by legislation to appoint a chief executive officer (CEO) to oversee library operations.**

Once appointed by the Board, the CEO manages library operations, freeing the library board to focus on governance. This is an important distinction for everyone to understand as it supports healthy board and CEO relationships and avoids confusion regarding roles and duties.

5**Board authority belongs to the board as a whole; individual board members have no authority.**

The board exercises its authority through the collective decisions it makes, and records as motions, in the context of a legally constituted board meeting. Board members abide by those decisions made at board meetings.

6**Each board member has a legal obligation to act honestly, in good faith, and in the best interests of the library.**

Because the *PLA* establishes the library board as a corporation, it means board members have a fiduciary duty to act in the best interests of the corporation. There is a duty of care and of loyalty, and an obligation to act honestly and in good faith. This includes all board members, whether appointed as a citizen representative or a council representative.

7**Library board meetings must be open to the public with advance notice given.**

The board is required to hold seven regular meetings over the course of a year. Board meetings must be open to the public unless a closed meeting is warranted, as prescribed in section 16.1 (4) of the *Public Libraries Act*.

8**Good governance happens when the CEO and library board trust each other, respect each other, and work together.**

The library board relies on the support and expertise of the CEO to be successful; and the CEO relies on the support and guidance of the library board to be successful.

9**Good governance happens in board meetings that are designed to support informed decision-making.**

The board chair and CEO work together to create agendas that are engaging and forward thinking while also meeting the board's needs for accountability and wise stewardship. It's a process that takes time, but the best boards eventually find a collaborative style that balances camaraderie with candor and challenging conversations.

10**The municipality is the library's primary funder and a strategic ally.**

While the library board is an independent corporation, it receives most of its funding from municipal tax dollars. Sustaining a collaborative mindset and a strong working relationship between the library and the municipality is, therefore, important work. Council representatives on the library board support this work by facilitating ongoing communication and opportunities for collaboration with the municipality. It is important that everyone understands that elected officials appointed to the library board have the same responsibilities and obligations as any other member of the board, including the right to vote.



Sault Ste. Marie Public Library

"One stop....endless possibilities"

AGENDA ITEM: 9

TO: LIBRARY BOARD
FROM: MATTHEW MACDONALD, CEO
SUBJECT: OLA SUPERCONFERENCE
DATE: JANUARY 30, 2023

OLA SUPERCONFERENCE

The Ontario Library Association hosts a Library Conference at the Metro Toronto Convention Centre annually. This year they are also providing a Digital Experience Stream which all of our Board members may participate in. The conference is being held February 1-4, 2023. The theme of the Super Conference 2023 is Walking in Two Worlds / Marcher entre deux mondes. This is an excellent opportunity for professional development for both staff and Board members.

M. MacDonald, has registered Board members for the Digital Experience Stream. You can expect a communication from the Ontario Library Association with connection details.

Board specific sessions will be held on Saturday February 4, 2023. Board members are encouraged to participate in the live sessions however recordings will be made available later for viewing.

To review the Digital Experience schedule visit
<https://www.olasuperconference.ca/attend/digital-experience/>



Respectfully submitted,
Matthew MacDonald, Chief Executive Officer

January	February	March	April
Board Appointments January 9 Budget Deliberations Jan 23 Regular Meeting Jan 30	OLA Conference Feb 1—4 Policy Committee Meeting Feb 7 Facilities Committee Meeting Feb 13 Finance Committee Meeting Feb 16 Library Board AGM Feb 27 Election of Board Chair and Vice Chair Selection of Committee Members Presentation of Annual Report	Policy Committee Meeting March 7 Facilities Committee Meeting March 13 Finance Committee Meeting March 16 Regular Meeting March 27 Board Member Self Reflection Survey	Policy Committee Meeting April 4 Finance Committee Meeting April 13 Facilities Committee Meeting April 17 Board Development Meeting April 24 Present Annual Report to Council
May	June	July	August
Policy Committee Meeting May 2 Facilities Committee Meeting May 8 Finance Committee Meeting May 18 Regular Meeting May 29	Policy Committee Meeting June 6 Facilities Committee Meeting June 12 Finance Committee Meeting June 15 Regular Meeting June 26 Board to approve budget for following year. Review Business Continuity Plan		
September	October	November	December
Policy Committee Meeting Sept 5 Facilities Committee Meeting Sept 11 Finance Committee Meeting Sept 14 Regular Meeting Sept 25 Approve Library Closures for following year. Board Evaluation (Dalhousie Tool)	Public Library Month Policy Committee Meeting Oct 3 Finance Committee Meeting Oct 12 Facilities Committee Meeting Oct 16 Board Development Meeting Oct 23 Volunteer and Donor Reception	CEO Evaluation Committee Meeting TBD Facilities Committee Meeting Nov 6 Policy Committee Meeting Nov 7 Finance Committee Meeting Nov 16 Regular Meeting Nov 27 Fines and Fees Schedule for following year.	CEO Evaluation